

PHONE PROCEDURES ON FRIDAYS – NEW!



ARPD Main Office – NEW HOURS!

Monday – Thursday, 8:00 a.m. - 6:00 p.m.

CLOSED ON FRIDAYS

Effective Tuesday, September 6, 2011, the Alameda Recreation & Park Department Main Office will be **closed on Fridays**. **You will NO LONGER be able to call the Main Office on Fridays to report an absence or add an extra day.** Therefore, we have set up new procedures to get our RAP Leaders your messages on **Fridays**. Please read the following procedures carefully and make note of the changes:

To Report an Absence on Fridays

- Please call the appropriate number below, on **Fridays before 12:00 p.m.**, to report your child's absence.
 - Franklin Park (Franklin/Lum/Haight) (510) 773-1671
 - Leydecker Park (Earhart) (510) 715-0643
 - Lincoln Park (Edison/Otis) (510) 865-0603
 - Longfellow Park (NEA) (510) 715-0591
 - Tillman Park (Bay Farm) (510) 406-3042
 - Washington Park (Paden/Washington) (510) 774-0075

To Add Friday as an Extra Day

- You will need to call the ARPD Main Office by **5:30 p.m.** on **Thursday**. The phone number is (510) 747-7529.
- RAP Leaders WILL NOT be able to collect/process extra day fees on Fridays; they do not have the computer registration system at the park. *Fees must be processed by ARPD Main Office Staff.*
- ARPD asks that you sign up for extra days with as much notice as possible (48 business hours in advance), to ensure the extra day is added to the roster.

Rainy Fridays

- If parents are not sure where to pick up their child on Fridays of inclement weather, call the appropriate number above **after 4:00 p.m.**

Procedures, for the rest of the week, are outlined in the following pages of the RAP Parent Handbook.

Additional information about the RAP Program are also included in this handbook, so please become familiar with these guidelines.